

UNIVERSITY OF LOUISIANA AT LAFAYETTE
Lafayette, Louisiana

Bid No. – File 12033

PROPOSAL FOR FURNISHING

Audio Visual Equipment

Proposals will be received up to **August 28, 2012 2:00PM** by the Purchasing Office, University of Louisiana at Lafayette, Lafayette, Louisiana. Proposals will not be received after this specified hour and date. At this time, the proposals will be publicly opened and read in the Purchasing Office, Room 123, Martin Hall, 104 University Circle, on the University Campus, Lafayette, Louisiana.

This is a *Competitive Sealed Bid*. Complete details governing the policies and procedures to be followed in responding to the request are contained in the attachment.

Bid must be received by the due date and time in the Purchasing Office at the University of Louisiana at Lafayette, 104 University Circle, Martin Hall, Room 123, Lafayette, LA, 70503. Bid is to be in a **SEALED ENVELOPE with the BID NUMBER and DUE DATE ON THE OUTSIDE OF THE ENVELOPE.**

All inquiries regarding this request shall be directed to:

Purchasing Office
(337) 482-6243

TO: University of Louisiana at Lafayette
Purchasing Office, Martin Hall Room 123
104 University Circle
P O Box 40197
Lafayette LA 70504 0197

To Whom It May Concern:

Attached is the completed proposal of the firm listed below. The undersigned certifies that he/she (or they) has/have carefully examined *the Instructions to Bidders, the General Conditions, and the Specifications* hereto attached and made part herein, and agrees to comply with the instructions, conditions, and specifications, as covered by the attached papers. On the basis of the specifications, the undersigned proposes to furnish any or all items listed in the schedule of items hereto attached, upon which prices are requested, and at the price stated for each item.

Firm Name

Signature (By signing this bid, bidder certifies compliance with L.R.S.39:1594, Act 121 of 1997, see No. 9 on Instructions to Bidder's sheet.)

Address

Name (Printed)

City, State, Zip Code

Title

Telephone No. including area code

Date

Fax No. including area code

**INSTRUCTIONS TO BIDDERS
AND
GENERAL CONDITIONS**

1. **SUBMITTAL OF PROPOSALS:** The bidder must submit his/her proposal on the form herein provided. The proposal must be signed in ink with each page initialed in space(s) provided, with the blank space(s), filled in for each and every item. The bidder must state the UNIT price (written in ink or typewritten) for which he/she proposes to furnish each item and shall show the total amount for each item based on the quantities shown. E-mail, telephone and telegraphic quotations **WILL NOT** be accepted.

Each change or correction must be clearly marked and initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

The proposal shall be submitted in a sealed envelope with the File No. and Due Date on the outside of the envelope. In the event bid contains bulky subject material, the File No. and Due Date shall be on the outside of the envelope/package. This envelope shall then be sealed and delivered to the Purchasing Office, University of Louisiana at Lafayette, Lafayette, Louisiana, before the time set for receiving proposals as entered on the front sheet hereof. Any envelope, any sample or package, etc. should refer to the File No. and Due Date.

Proposal received after the time set will be returned to the bidder unopened.

Proposal may be rejected for additions, conditions, or alternate bids, not called for, for incomplete bids, or for failure to comply with requirements set forth.

No bids may be withdrawn after opening date and hour shown on cover sheet and quoted prices shall be firm for a minimum of thirty (30) days unless otherwise specified by the University or the bidder.

2. **SPECIFICATIONS:** Wherever standard Louisiana specifications are specified in any quotation, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and to coincide as far as possible with commercial standards of goods generally sold on the market.

Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model number shall be considered as offering the exact product specified.

Bidder proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the bid. Failure to submit such information may cause bid to be rejected.

3. **TAXES:** The University of Louisiana at Lafayette is exempt from Louisiana State Sales and Use Tax by Act 1029, 1991; and from Lafayette City and Parish Sales Tax by Exemption Number 281-0390-00447.

4. **BID OPENING:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined seventy-two (72) hours after request is made. Information pertaining to completed files may be secured by visit the University Purchasing Office during normal working hours.

A complete record of all bids is kept on file in this office subject to the inspection of any citizen. Every courtesy will be afforded any citizen who is interested in investigating, for any purpose, the record(s) of University of Louisiana at Lafayette purchases.

Page 2, Instructions to Bidders and General Conditions

5. **AWARD OF CONTRACT:** The award of all contracts will be made in conformity with the requirements of the State Statute (Chapter 17, Title 39, R.S. 1551). The contract shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the proposals.

The University of Louisiana at Lafayette reserves the right to reject any and all bids.

The University assumes the right to increase, reduce, or completely eliminate entire item or items from the quotation after an analysis of the bids. The University also reserves the right to award this proposal on an individual item basis, a combination of items basis, or as a total package to one (1) vendor, whichever is in the best interest of the University.

6. **TERMS:** Unless otherwise specified by the University in the proposal, bid prices must be complete, including transportation, prepaid by bidder to destination. Bids other than FOB destination may be rejected.

Notwithstanding bid response, terms of payment shall be at least "Net 30 Days". Discounts offered for payment in less than thirty (30) days WILL NOT be considered in making an award. On open-ended requirement contracts, discounts will be accepted, but WILL NOT be considered in making an award. Bids containing "payment in advance" or "COD" requirements may be rejected.

7. **EQUAL EMPLOYMENT:** The University is an equal opportunity employer and looks to its contractors, subcontractors, vendors and suppliers to make affirmative action to effect this commitment in its operations.

8. **CANCELLATION OF CONTRACT:** The University has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the Contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) Any other breach of contract.

9. **SIGNATURE AUTHORITY:** In accordance with L.R.S.39:1594 (Act 121 of 1997), the person signing the bid must be:

A. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or

B. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit. By signing the bid, the bidder certifies compliance with the above.

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
K30417				
1.	1	only		
		Standard 3-Light LED Kit with carrying case and bag. To include a minimum of: 1 – MB 128 Spot (5600K) – Panasonic Plate 2 – MicroBeam 512 Spot (5600K) 3 – 8.0' Light Stands 3 – Deluxe Carrying Bag 1 – Standard Carrying Bag 1 – 7.0" Articulated Arm Flolight MicroBeam 1 – 128/2 – 512 Standard 3 Light LED Kit with Carrying Bags. Mfr. No. KITLED2X5N-1X1P-SQFT-DS, or equal. MFG. _____ NO. _____		
K30416				
2.	15	each		
		Aluminum Tripod, To include a minimum of: 16.5 lb Load Capacity Aluminum Legs 18" to 66" Range 4 – Step Counterbalance Ball-bearing Drag System Illuminated Bubble level Mid-Level Spreader Padded Tripod Bag Manfrotto 504HD Head w/546B 2-Stage Aluminum Tripod system. Mfr. No. 504HD.546BK MFG. _____ NO. _____		
K30415				
3.	1	only		
		Lens bundle (5 lens), To include a minimum of: 1 – Distagon T* 21mm F/2.8 ZF.2 Lens for Nikon F-Mount Camera 1 – Distagon T* 28mm F/2.0 Lense with ZF.2 Mount for Nikon F Mount SLR 1 – Distagon T* 35mm F/2.0 ZF.2 Lens for Nikon F Mount 1 – Planar T* 50mm F/1.5 ZF.2 Lens for Nikon F-Mount Camera 1 – Planar T* 85mm F/1.4 ZF.2 Lense for Nikon F-Mount Camera Transport case for lenses with inlays.		

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
3. Cont.		Zeiss SF.2 SLR 5-Lens Bundle, Mfr. No. 410951-0000-033 or equal.		
		MFG. _____ NO. _____	_____	_____
K30414				
4.	1	only		
		Studio Bundle for Panasonic AG AF-100 To include a minimum of: Universal matte box 15mm Swing-away support arm Cinema Grade 360° Rotatable Filter Stages Dual Purpose Filter Trays 15mm/19mm Rod Support Gear-driven 3D Marking Disk 0.8 Film Pitch Gearing Baseplate supports M2 Lens Adapter		
		Redrock Studio Bundle, Mfr. No. 21-066-1101 or equal.		
		MFG. _____ NO. _____	_____	_____
K30413				
5.	15	each		
		Hard Case with foam interior To include a minimum of: TTX01 High-Strength Resin Case Cubed foam interior Hard Rigid Grip Handles Retractable Handle Built-In Wheels Approx. Dimensions: Exterior – 24.4 x 20.5 x 10.8” Interior – 21.9 x 18 x 10.2”		
		Porta Brace Hard Case, Mfr. No. PB-2750F or equal.		
		MFG. _____ NO. _____	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
K30412				
6.	1	only		
		Lighting Kit To include a minimum of: 2 – LoCaster LED Panel with Stirrup 2 – 2 Leaf Barndoor for LoCaster/BroadCaster 2 – Filter Frame for LoCaster LED 2 – Power Supply for LoCaster (100-240V) 2 – PowerDMX Extension Cable XLR 4-Pin for BroadCaster (10') 2 – Baby Pin (5/8") with 3/8" Thread for LoCaster 2 – 150 Watt Tungsten Fresnel Light (120-230VAC) 2 – Four Leaf Barndoor Set for Arri 150W Fresnel 2 – Filter Frame for 150 Watt Fresnel 2 – Full Single Scrim for 150W Fresnel – 3" 2 – Full double Scrim for 150W Fresnel – 3" 2 – Lamp for 150 Fresnel, 150W/120V 3 – AS-01 Lightweight Light Stand, 8.3' Ceiling Scissor Clamp with 5/8" Stud Hybrid Kit Case with Wheels, for all items ARRI H-3 Hybrid AC Kit with Wheels, Mfr. No. 553962 or equal. MFG. _____ NO. _____		
K30411				
7.	15	each		
		Lens, To include a minimum of: Lumix G Vario 14-45mm f/3.5-5.6 ASPH/MEGA O.I.S. Micro Four Thirds Lens Front and rear lens caps Lens hood Storage bag Panasonic, Mfr. No H-FS014045, or equal. MFG. _____ NO. _____		

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
K30410				
8.	15	each		
		Lithium-Ion Battery Packs 7.4V, 2300mAh		
		Pearstone, Mfr. No. VW-VBG260 or equal.		
		MFG. _____		
		NO. _____	_____	_____
9.	15	each		
		SD Memory Card Minimum 32 GB Class 10 Speed		
		SanDisk SDHD 32GB, Mfr. No. SDSDRX3-032G-A21 or equal.		
		MFG. _____		
		NO. _____	_____	_____
K30408				
10.	3	each		
		Battery and Charger Kit For Microbeam LED 128/256 Sony MP Mount		
		Flolight, Mfr. No. LED-BATTKIT or equal.		
		MFG. _____		
		NO. _____	_____	_____
11.	3	each		
		Card Reader To include a minimum of: USB 2.0 Interface Read minimum of 19 different card types including SDXC Windows & Macintosh Compatible To include 3' cable and quick install guide.		
		Delkin Devices, Mfr. No. DDREADER-41 or equal.		
		MFG. _____		
		NO. _____	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
12.	1	only		
		SD Memory Card Minimum 8 GB Class 10 Speed Delkin Devices, Mfr. No. DDSDPRO3-8GB or equal. MFG. _____ NO. _____	_____	_____
13.	1	only		
		Mobile Recorder To include a minimum of: True X/Y Stereo Mics Selectable Recording Patterns Records up to 24-bit/96kHz Records to SD/SDHC XLR/TRS Combo Inputs Built-in speaker USB 2.0 Connectivity Backlit LCD Display To use AA batteries To include: AC Adapter, SD Card (minimum 1 GB), Windscreen, Mic Clip Adapter, USB Cable and Protective case. Zoom, Mfr. No. ZH4N or equal. MFG. _____ NO. _____	_____	_____
14.	1	only		
		Filter Pouch To include a minimum of: Holds minimum 6 4.0 x 5.65" filters Water-Resistant Ballistic Nylon Cushion-lined interior Internal dividers ARRI, Mfr. No. 1004-AR-CA4565FP or equal. MFG. _____ NO. _____	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
15.	1	only		
		Circular Polarizer Filter To include a minimum of: Enhances Sky Color and Clouds Eliminates Reflections Designed for HD Cameras and Lenses To have Schott Glass Format Filters, Mfr. No. BF 4X5CP2000RH4 or equal. MFG. _____ NO. _____	_____	_____
16.	1	only		
		Filter 4x5.65" HDTV F/X 3 Water White Glass Filter Tiffen, Mfr. No. W4565HDTVFX3 or equal. MFG. _____ NO. _____	_____	_____
17.	1	only		
		Filter 4x5.65" Optical Flat Clear Glass Filter Schneider, Mfr. No. 68120056 or equal. MFG. _____ NO. _____	_____	_____
18.	1	only		
		Lens Adapter Nikon to Micro Four Thirds Adapter Enables Nikon lenses on SLR Cameras Novoflex, Mfr. No. MFT/NIK or equal. MFG. _____ NO. _____	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
19.	1	only		
		Lens Gear Kit Circumferences 180-320mm To work with Redrock MicroFollow Focus To fit focus ring To have Four Sizes Redrock, Mfr. No. 8-003-0107 or equal. MFG. _____ NO. _____		
20.	1	only		
		Shoulder Mount To fit Most Camcorders & DSLRs To include a minimum of: Shoulder Pad with Tripod Plate 2 – 18" 15mm Rods Rod Clamp Handlebar Clamp 2 – Rubberized Handgrips 4" Handlebar Rod 8" Handlebar Rod Redrock, Mfr. No. 8-003-0023 or equal. MFG. _____ NO. _____		
K30407				
21.	2	each		
		Lighting Kit To include a minimum of: 3 – FL-110HM Fluorescent Fixture 6 – 55W Biax 5400 Tungsten lamp 3 – FL-110HM Soft Bag 3 – Gooseneck Mount 3 – 6.0' Light Stand Flolight, Mfr. No. KIT-FL-110HMD3 or equal. MFG. _____ NO. _____		

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
K30406				
22.	1	only		
		Gaffer's Kit To include: Leather Gloves Gaffers Cloth Tape, Matte black, 2" X 12 yds Stainless Steel Utility Tool – To have a minimum of: Needlenose pliers, regular pliers, wire cutters, straight edge knife, serrated knife, wood/metal file, saw, small and medium screwdriver, Phillips screwdriver, min. 1.5" ruler, bottle opener, can opener, wire stripper (Leatherman Sidekick or equal). Mini Flashlight, to take (2) AA batteries, to have minimum of: Adjustable light beam, machined aluminum exterior, internally secured spare lamp. (Maglite AA Mini or equal) General Brand, Gaffer's Kit or equal. MFG. _____ NO. _____		
23.	5	each		
		Gaffer Cloth Tape Matte Black, 2" x 20 yds. General Brand, Mfr. No. 001UPCG212MBLA1 or equal. MFG. _____ NO. _____		
24.	5	each		
		Surge Protector Adapter To include a minimum of: 3 outlets To plug directly into outlet Sliding safety covers Line, neutral and grounding protection. Woods 41104 3-Outlet 750-Joule Wall Tap Surge Protector Adapter or equal. MFG. _____ NO. _____		

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
25.	5 each	<p>“A” Clamp, To include a minimum of: 3” Plastic tips 2 – replaceable plastic end tips</p> <p>Adjustable Clamp Co., Pony Spring “A” Clamp, Mfr. No. 3203-HT or equal.</p> <p>MFG. _____ NO. _____</p>	_____	_____
26.	10 each	<p>Saddle Sandbag, To include a minimum of: Two wings Double zipper Hand strap To be empty</p> <p>Impact, Mfr. No. SBE-18B or equal.</p> <p>MFG. _____ NO. _____</p>	_____	_____
27.	1 only	<p>Portable lighting modification system, To include a minimum of: 2 – Scrim Frame Only, 18 x 24” Scrim Fabric, Single Black, 18 x 24” Scrim Fabric, Double Black, 18 x 24” Scrim, Artificial Silk, 18 x 24” Black Flag, 18 x 24” Carrying Bag</p> <p>Matthews Studio Equipment, RoadRags Kit, Mfr. No. 350395 or equal.</p> <p>MFG. _____ NO. _____</p>	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
28.	1	only		
		Diffusion Filter Pack, 12/pack 12 x 12".		
		Manfrotto, Mfr. No. CI FP211 or equal.		
		MFG. _____		
		NO. _____	_____	_____
29.	10	each		
		Filter		
		Cinegel #3314 Filter		
		1/4 Tough Minusgreen		
		20 x 24"		
		Rosco, Mfr. No. RS331411 or equal.		
		MFG. _____		
		NO. _____	_____	_____
30.	1	only		
		Filter Lighting Pack, 12 sheets/pack		
		To include:		
		2 – Primary Red Gels		
		2 – Primary Green Gels		
		2 – Dark Blue Gels		
		2 – Medium Yellow Gels		
		2 – Moroccan Pink Gels		
		2 – Congo Blue Gels		
		Lee Color Effects, Mfr. No. PACK-LTG-EFFECT or equal.		
		MFG. _____		
		NO. _____	_____	_____
31.	1	only		
		Filter Lighting Pack, Daylight to Tungsten, 12 sheets/pack		
		To include:		
		2 – 12 x 12" 1/8 CTO Gels		
		2 – 12 x 12" 1/4 CTO Gels		
		2 – 12 x 12" 1/2 CTO Gels		
		2 – 12 x 12" 3/4 CTO Gels		
		2 – 12 x 12" Full CTO Gels		
		2 – 12 x 12" Full CTP + .6 ND Gels		
		Lee Daylight to Tungsten Filter Pack, Mfr. No. PACK-LTG-DAY-TUNG or equal.		
		MFG. _____		
		NO. _____	_____	_____

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
32.	3 each	LED Gel Holder, To fit Microbeam 512 LED lights Flolight, Microbeam 512 LED Gel Holder, Mfr. No. 32LED-GELS512 or equal. MFG. _____ NO. _____		
33.	6 each	Fluorescent Lamp, T5 Fluorescent, long twin tube 4,100 Lumens, 8,000 hour life Length: MOL:21.10” Approx Color Temp: 3,200K CGE Cinema Biax Fluorescent Lamp, Mfr. No. 41869 or equal. MFG. _____ NO. _____		
SHIPPING (If Applicable) \$ _____				
TOTAL \$ _____				

NOTE: The University reserves the right to award proposal on an individual item basis, a combination of items basis, or as a total package to one vendor, whichever is in the best interest of the University.

Vendor shall allow a _____% discount if awarded as a total package to one vendor.

TERMS _____

Bid Sheet, Page 2

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

TITLE _____

ADDRESS _____

TELEPHONE NO. _____

FAX NO. _____

DATE _____